

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

***Title:*** Printed Letterheads, Envelopes, Post Cards, and Mailing Labels

***Number:*** 256.2

***Date:*** 1/11/94

***Originating Office:*** Information Systems & Technology Division,  
Information Resources Management  
& Training Branch

***This Replaces:*** 256.2 Dated 9/11/81

***Distribution:*** Headquarters, Areas, and Locations

This DIRECTIVE states policy and procedure for the design, printing, and procurement of letterheads, envelopes, post cards, and mailing labels used by ARS personnel.

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## **1. ABBREVIATIONS**

- GPO - Government Printing Office
- PMO - Property Management Office

## **2. FORM**

AD-700, Procurement Request

## **3. AUTHORITY**

DR 1420-1

## **4. POLICY**

It is ARS policy:

- To keep the number and variety of printed letterheads, envelopes, post cards, and mailing labels to a minimum.
- That an individual's name or title will not be printed on official ARS stationery or specially designed reference slips.
- That the terms "FROM THE DESK OF" - "FROM THE OFFICE OF", followed by the title of an official will not appear on any **official** stationery used in ARS.
- Letterhead should not include telephone numbers and/or facsimile numbers because these numbers frequently change and then the letterhead is obsolete.

## **5 RESPONSIBILITIES**

**The Area PMO's will:**

- Review and approve requests for new printed letterheads, envelopes, and post cards.
- Maintain current samples of approved letterheads, envelopes, and post cards.

**Headquarters Staffs will:**

Obtain approval for new letterhead from the Design Division, Office of Public Affairs.

## **6. PROCEDURE**

### **Requester**

- Contacts the Area PMO for approval of letterhead, envelopes, and post cards. Prepares request.
- Headquarter's staffs obtain administrative printing service from Office of Public Affairs, USDA.

### **Area PMO**

- Returns the approved request to the requester.

### **Requester**

- Forwards the request to the GPO.

## **7. SPECIFICATIONS**

Standard specifications for letterhead are white bond with 25% rag content and 20 pound weight. For further specifications of other printing products, contact the servicing GPO.

The Design Division, Office of Public Affairs approves all new letterhead designs and specifications.

JANE L. GILES  
Deputy Administrator  
Administrative Management

### **Exhibits**

- 1 Sample Letterheads
- 2 Envelopes, Post Cards, Mailing Labels (Return Addresses)

Exhibit 1

## SAMPLE LETTERHEADS

1. DEPARTMENT      2. AGENCY      3. SUB-UNIT      4. ADDRESS



United States  
Department of  
Agriculture

Agricultural  
Research  
Service

Office of the  
Administrator

Washington, D.C.  
20250



United States  
Department of  
Agriculture

Agricultural  
Research  
Service

National  
Program  
Staff

Beltsville, Maryland  
20705



United States  
Department of  
Agriculture

Agricultural  
Research  
Service

Personnel  
Division

6303 Ivy Lane  
Greenbelt, Maryland  
20770-1433



United States  
Department of  
Agriculture

Agricultural  
Research  
Service

Beltsville Area  
Director's Office

10300 Baltimore Avenue  
Beltsville, Maryland  
20705-2350



United States  
Department of  
Agriculture

Agricultural  
Research  
Service

Beltsville Area  
Beltsville Agricultural  
Research Center

Beltsville, Maryland  
20705

DATE  
1/11/94

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EXHIBIT 2

**ENVELOPES, POST CARDS, MAILING LABELS**  
(Return Addresses)

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**United States Department of Agriculture**  
Agricultural Research Service  
Beltsville, Maryland 20705

OFFICIAL BUSINESS

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